

## Sells Printing Company | Essential Tips

### InSite and Smart Review

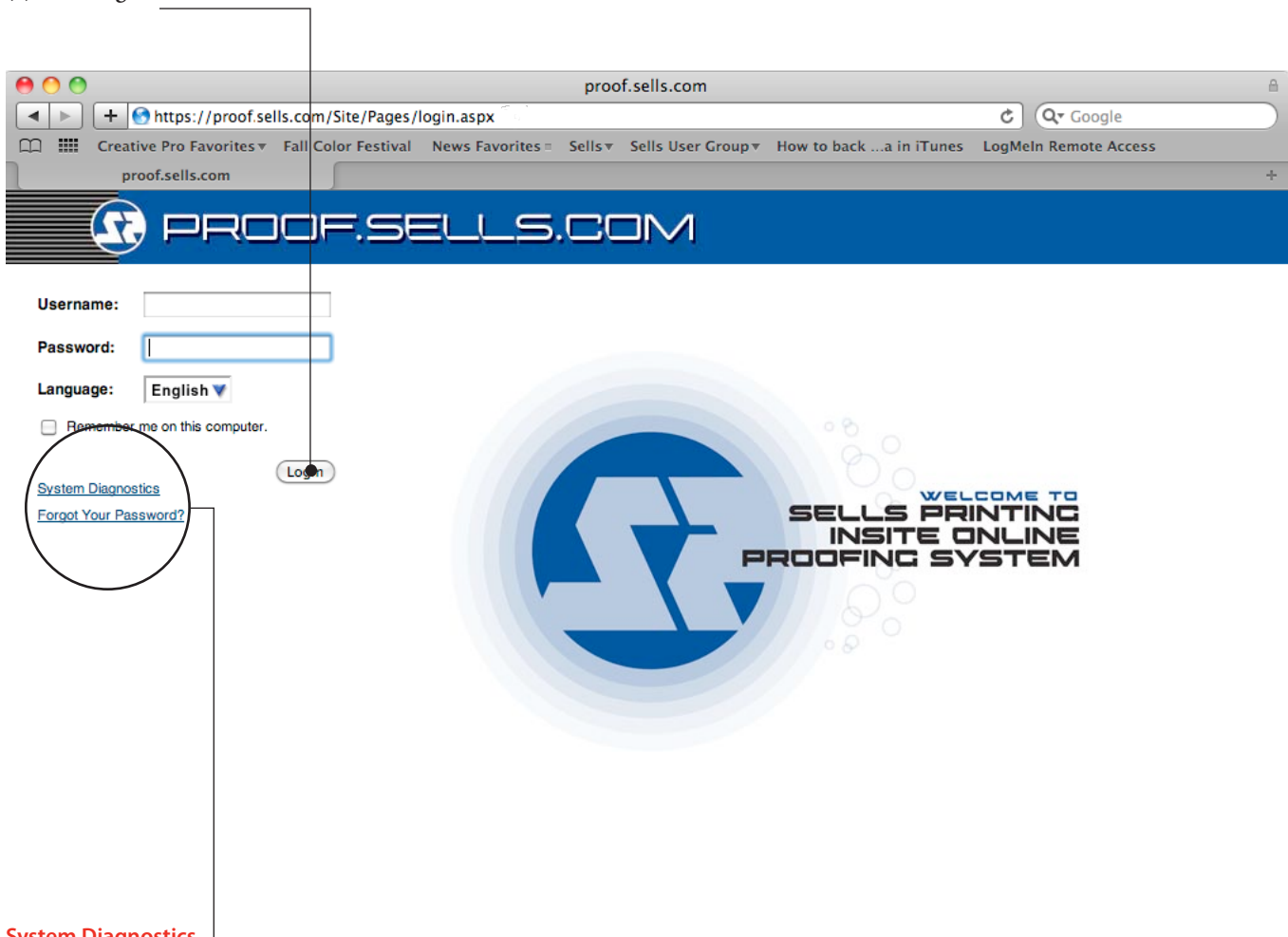
To view plate ready PDF's you must use Smart Review. Smart Review is a Java based application that allows you to view, indicate corrections, check inks, see separations, approve or reject pages. You access Smart Review via InSite.

### To Login to InSite:

Using a web browser, login to InSite by visiting: <http://proof.sells.com>

(1) Enter your **Username** and **Password**

(2) Click **Login**



### System Diagnostics

If you are experiencing difficulties, your system may not meet Kodak InSite's software and configuration requirements. Click on System Diagnostics to verify browser/Java compatibility.

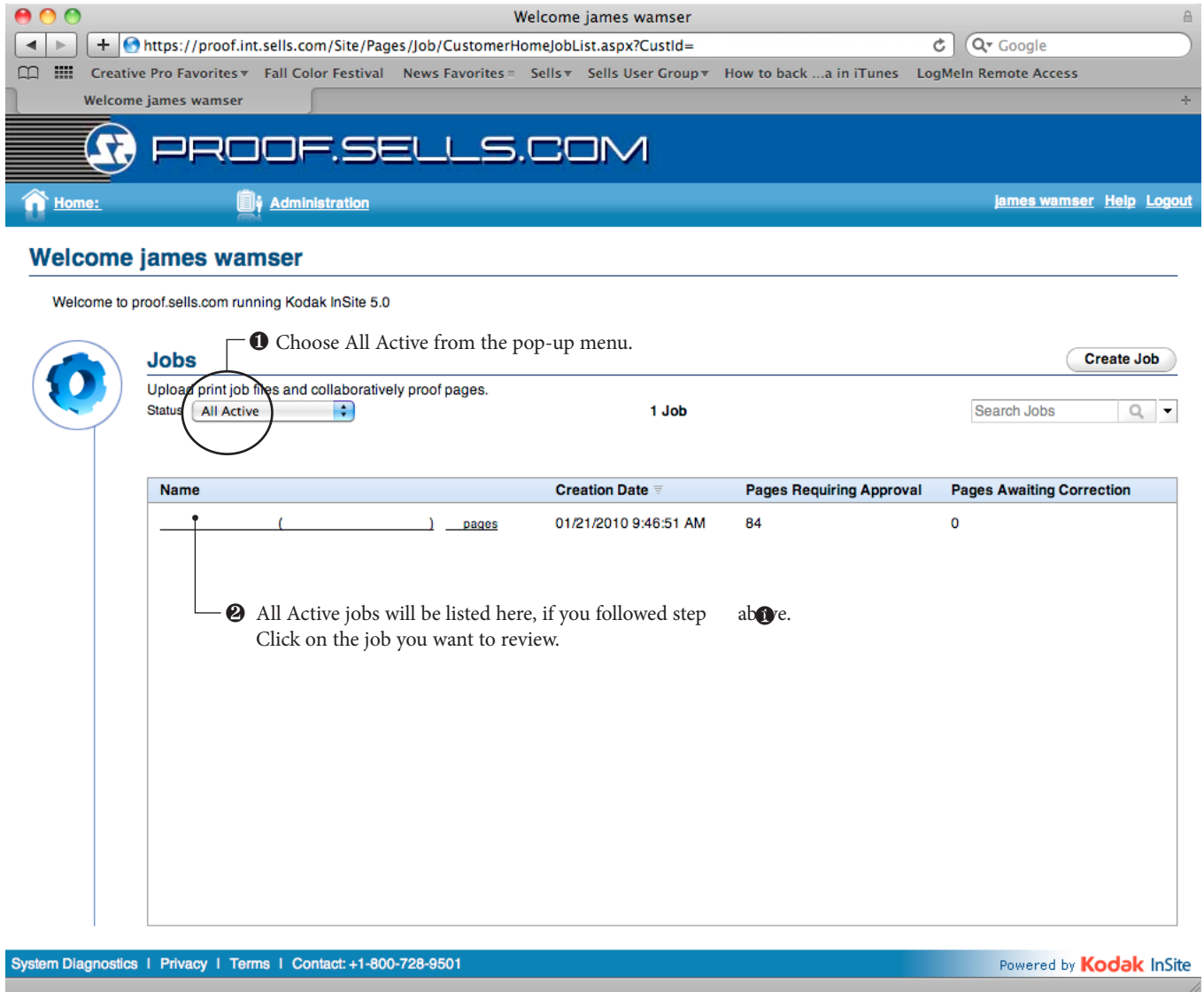
### Password

If you forgot your password, enter your Username and click on the Forgot your password link. Your password will be emailed to you.

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### Jobs

Once you have logged into InSite, locate the job you want to review, then click on that link. If you do not see your job in the list, contact your Customer Service Rep (CSR) at Sells.



Welcome james wamser

https://proof.int.sells.com/Site/Pages/Job/CustomerHomeJobList.aspx?CustId=

PROOF.SELLS.COM

Welcome james wamser

Welcome to proof.sells.com running Kodak InSite 5.0

**Jobs** Choose All Active from the pop-up menu. Create Job

Upload print job files and collaboratively proof pages.

Status: All Active 1 Job Search Jobs

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
( ) pages	01/21/2010 9:46:51 AM	84	0

All Active jobs will be listed here, if you followed step above.  
Click on the job you want to review.

System Diagnostics | Privacy | Terms | Contact: +1-800-728-9501 Powered by Kodak InSite

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### Jobs

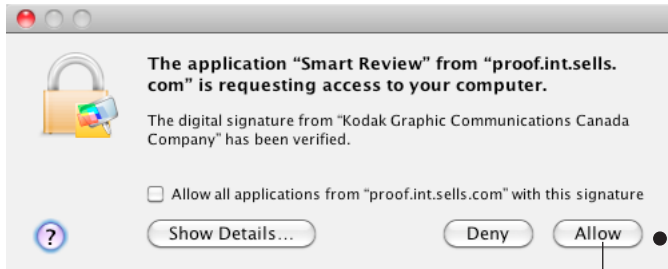
To view the pages in Smart Review, select one or more pages by clicking on the select link below each thumbnail or click on the link Select All. Then click on **Smart Review**.

The screenshot shows the 'Wamser Insite Test' interface. At the top, there are navigation tabs: 'Summary', 'Pages', 'Downloads', and 'History'. The 'Pages' tab is selected and circled with a callout '1 Click on the Pages tab'. Below the tabs, there are filters for 'Status', 'Reviewer', and 'Signature'. A 'More Tools...' button is circled with a callout '3 Choose Smart Review from the More Tools... pop-up menu'. The main area displays three PDF files: '1913\_DS\_LT.p1.pdf', '1913\_DS\_RT.p1.pdf', and '1913\_DS\_SG.p1.pdf'. Each file has a 'select' link below its thumbnail, which is circled with a callout '2 Select one or more pages to review'. On the right side, there is a 'Select All' button and a 'Pages Selected: 0' indicator. Below that, there are several action buttons: 'Request Approval', 'Approve', 'Reject', 'Clear Reviews', 'Add To Group', 'Remove From Group', 'Download Proof', 'Download HiRes', 'Download JPEG', 'Report', and 'Remove Pages'.

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If you have any problems with Smart Review launching, check your desktop for a file named **SmartReview.jnlp**. Double click on this file to launch **Smart Review**.



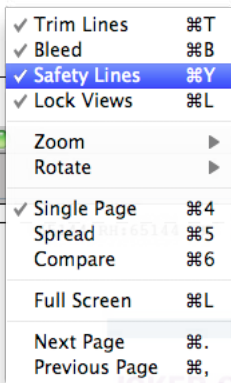
When launching SmartReview, this dialog box may appear, click on Trust.

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### Smart Review

Use **Smart Review** to review each page and to annotate any corrections, if needed. Once you are finished reviewing a page, click the Green Check Mark to give final approval or click the Red X to indicate corrections are needed.

Choose items to view from the View menu.



To indicate the page has corrections, click the Red X.

Depending on your account settings, you can either Review the job and indicate that it is **OK**, or you can give **Final Approval**.

Use the Hand Tool to move the page.

Use the Text Annotation tool to indicate changes.

Depending on the changes, you may choose to use the other annotation tools.

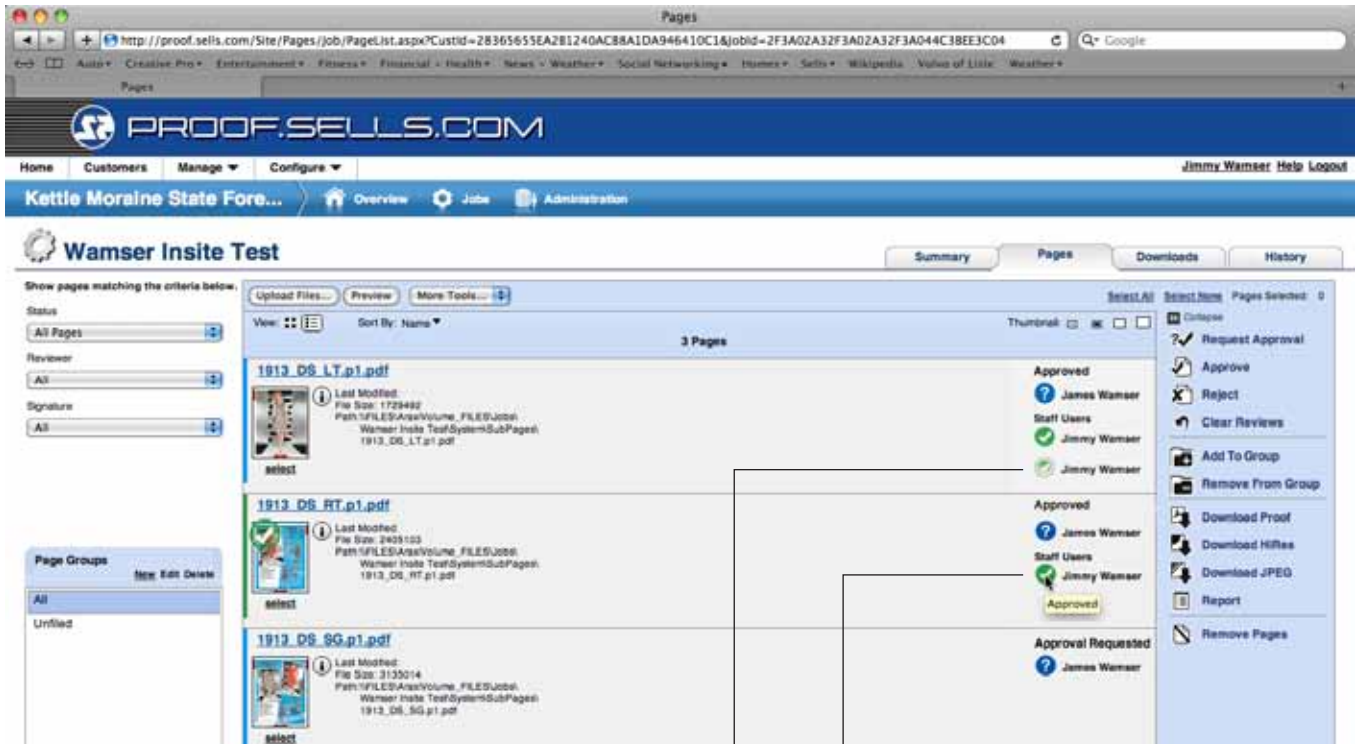
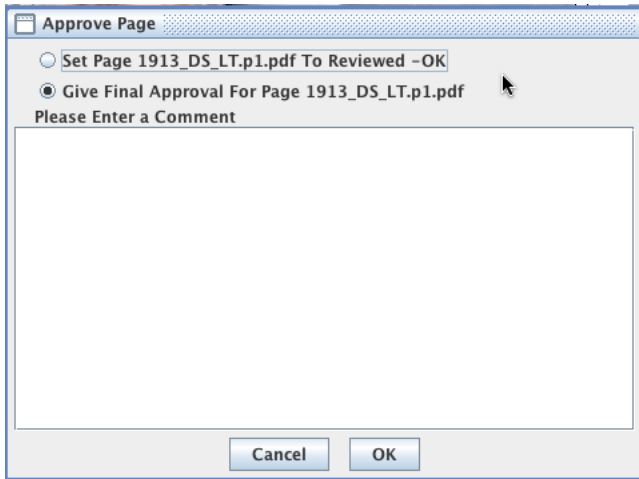
Use the slider to change what size you are viewing at.

The screenshot shows a document titled "01 65144 RH\_a.p1.pdf" in the Smart Review application. The document content includes the title "JOKER ONE: A Marine Platoon's Story of Courage, Leadership, and Brotherhood" by Donovan Campbell. The text describes the author's experience as a Marine officer and includes a quote from Rachel Duff Anderson. A book cover for "JOKER ONE" is also visible. The interface includes a View menu, a toolbar on the right, and a status bar at the bottom with navigation and zoom controls.

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### Jobs

Depending on your account settings, you can either Review the job and indicate that it is OK, or you can give Final Approval.



Approved (ready to plate).

Reviewed OK and also Approved

Notice - This page has been reviewed and also Approval.

